

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WB00-44

Date: October 6, 2000  
Expiration Date: 12/31/00  
69:126:is/cg:4090:

TO: LOCAL WORKFORCE INVESTMENT AREAS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES  
COUNTY WELFARE DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF  
EDD EXECUTIVE STAFF  
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING  
SEPTEMBER 30, 2000

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) reporting deadline for the quarterly Summary of Expenditures Reports, State Approved Local Training (SALT) Year End Reports (special SALT reporting instructions are included) and the monthly Interim Participant Reports for all allocated WtW funds.

All WtW reports for the period ending September 30, 2000, are due to the Workforce Investment Division (WID) **no later than October 20, 2000**, and must be submitted in accordance with Department of Labor (DOL) *Training and Employment Guidance Letter (TEGL) 11-97, Change 1*. The Summary of Expenditures Reports must be submitted for all program years. Please refer to WtW Directive WD99-10, *Quarterly Expenditure Reporting Requirements*, dated October 21, 1999, prior to completing the *Summary of Expenditures Report*.

Please report expenditures by year of allocation (YOA) and grant code (i.e., 800, 801, and 815) on separate Summary of Expenditures Reports. To better assist the quarterly expenditure reporting process, WID has provided a list, indicating YOA and grant code, for the federal fiscal year when funds were released by DOL.

Since the 1998/1999 federal fiscal year funds were released on July 16, 1999, and because July 16, 1999, is in the 1999/2000 State fiscal year, **YOA 99** is to be used for local reporting purposes. The chart below identifies the information to be entered on the Enter Summary of Expenditures (ESER) screen of the Job Training Automation system.

YOA	Grant Code(s)
97	800, 805, 806
99	801, 807, 808
99	815 (SALT)

The following are the instructions for reporting SALT expenditures on the Summary of Expenditure Report:

- Section III, Item 2, *Total Administration* line: Enter total SALT expenditures.

**Note:** The SALT administration expenditures are not counted against the local-level administration limit of 13 percent.

- Section III, Item 4, *Total WtW Expenditures* line: Enter total SALT expenditures.
- Section III, Items 4a and 4b, *Total Required Beneficiaries and Total Other Eligibles* lines: Break out the amount in total WtW expenditures between the two categories.

The following are the reporting instructions for SALT allocations that expired on June 30, 2000:

- Summary of Expenditure Report, Section I, Item 6, *Final Report* line: If you have not already done so, you must submit a report for the period ending June 30, 2000, that has a "Y" (Yes) entered on this line.
- Prepare a WtW SALT year end report (form FWD99-6A) per Directive WD99-6, *WtW Capacity Building SALT Funds*.

**Note:** Closeout of the SALT allocation is not necessary until the last term of the WtW allocation (i.e., grant code 800 or 805).

If you have any questions, contact Tristyn Schmidt, Financial Management Unit, at (916) 654-7617 for quarterly expenditure reporting, and Ed Flores, Data Analysis Unit, at (916) 654-8285 for monthly participant reporting.

/S/ BILL BURKE  
Chief